



GMS

LEA Security Coordinator Instructions

Version 1.0

April 4, 2007



Revision History

| Version | Status | Date | Ву | Summary of Changes |
|---------|---------|----------|-------|----------------------------------|
| 1.0 | Updated | 04/04/07 | SM/dt | Updated for OPI E-Grants project |
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Role - E-Grants Security Coordinator - LEA / Legal Entity

Establishing the LEA E-Grants Security Role

Each Legal Entity (LE) Authorized Representative / Superintendent will designate an individual to perform the E-Grants Security Coordinator role for the Local Education Agency (LEA) or LE. This individual will be the central point of contact for all security related E-Grants communications between the State Education Agency (OPI) and the LEA / Legal Entity and will have the responsibilities detailed below.

The LEA E-Grants Security Coordinator role and their E-Grants User ID must be established before they can perform the E-Grants security functions for the LEA E-Grants users. This is accomplished by completion of the *LEA E-Grants Security Form* and submittal to the OPI Security Administrator requesting that the designated individual User ID be established and the person be given proper access to function as the LEA's E-Grants Security Coordinator. Once that has been completed, the LEA E-Grants Security Coordinator will perform the tasks defined below.

Responsibilities and Tasks

The LEA E-Grants Security Coordinators are responsible for requesting that User IDs be assigned for their local E-Grants users and for granting them access through the proper group memberships within the E-Grants Security System. A key responsibility is completing the User ID security request forms and obtaining the proper signature(s) authorizing an individual's access to one of the E-Grants Applications or to remove a user from the E-Grants system. There are two request forms that the LEA E-Grants Security Coordinator will use to complete the setup of a user within the E-Grants Security System:

- The OPI E-Grants Security Request Form that is submitted to the OPI Security
 Administrator to establish a new User ID, to request E-Grants access for an
 existing ID and to deactivate a User ID for an LEA E-Grants user. The OPI
 Security Administrator is identified along with their contact information on the
 instructions at the top of the Security Request Form.
- The OPI Security Form for E-Grants Application Roles that provides the LEA E-Grants Security Coordinator with the documented authorization for an individual to be given access to E-Grants in a particular role for a specific application.





When an individual needs to be granted access to one or more of the E-Grants applications the LEA E-Grants Security Coordinator will follow these steps:

- Complete all information on the necessary Security Form(s) and obtain the required signatures(s). Send the OPI E-Grants Security Request form(s) to OPI Security Administrator per instructions on the form.
- 2. Logon to the E-Grants system and add the User ID(s) to the appropriate and authorized Group(s) within the E-Grants MTW Security System.
- 3. Notify the new user(s) that the request is complete and that they now have access to E-Grants application(s).

These steps are described in detail below.

Step 1 – Complete Security Forms and Obtain Signatures

- Complete an OPI Security Request Form for each individual being authorized for access to the E-Grants system at your LEA. Obtain proper signature(s) and submit the form to the OPI Security Administrator to have a User ID created per the instructions on the form. Some lead-time will be required for the OPI Security Administrator to complete this task.
- Proceed with completing the OPI Security Form for E-Grants Application Roles including the individuals that you have requested a User ID for above. Obtain proper signature(s). This completed and signed form DOES NOT get sent to OPI. It will need to be maintained locally as the formal record of an individual's authority to perform tasks within E-Grants on behalf of your LEA / LE.

Step 2 – Logon to E-Grants and go to the Security Administration Tool

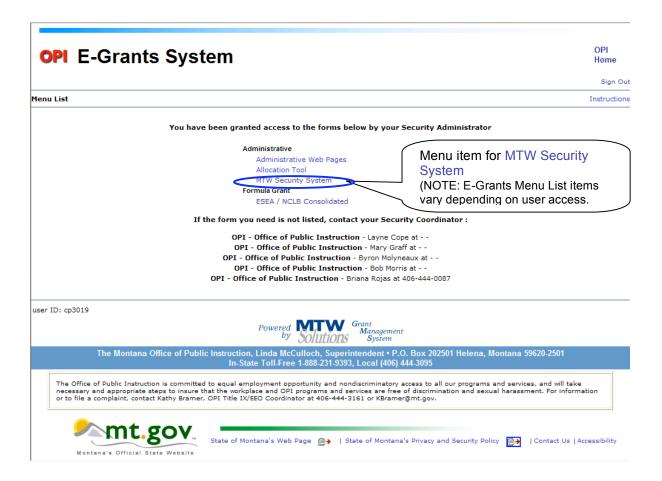
1. Logon to the E-Grants system using an established User ID / Password at the appropriate URL:

https://egrants.opi.mt.gov/opigmsweb/logon.aspx

2. A menu screen containing a link to the MTW Security System will appear. Click the link to go to the MTW Security System administrative Web pages.



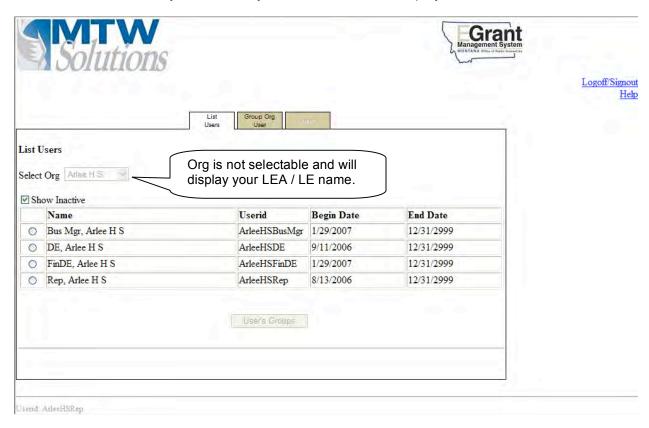








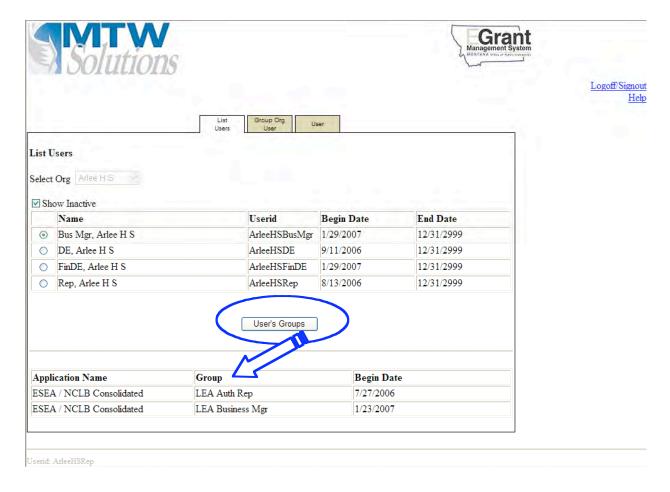
3. The first page you see in the MTW Security System is the List Users page. This Web page allows you to review the User IDs that have already been established for a LEA / LE within the E-Grants Security System. Only your LEA / LE will appear in the "Select Org" drop down list and the User IDs that already exist within your LEA / LE will be displayed. See screen shot below.







4. (Optional Step) To review a user's current Group memberships, click the **User's Groups** button below the list of users.







Step 3 – Add the user(s) to the appropriate Application and Group

- 1. Select the Group Org User tab.
- 2. Select the targeted Application from the Application/System drop-down list. (ESEA / NCLB Consolidated in the example below). This results in the Group drop-down list being populated with the appropriate Groups for that Application.
- 3. Select the Group that the user has been authorized for on the *LEA Security Form* for *E-Grants Application Role* in the Group drop-down list. Select the user in the Available Org Users list and click the Associate button.
- 4. Select the user from the Available Org Users list.
- 5. Click the **Associate** button to add the user to the Assigned Org Users list. Click the **All->** button to add all of the Available Users to the Assigned Org Users list.







Step 4 – Notify the user of completion of the set up process

The LEA E-Grants Security Coordinator's tasks are now complete for setting up the user. The final step is to notify the requestor that it is complete. Notify the new Security Coordinator or other staff, as applicable.

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For information or to file a complaint, contact Kathy Bramer, OPI Title IX/EEO Coordinator at 406-444-3161 or KBramer@mt.gov.